



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: November 26, 2007
CLOSING DATE: **Open-Continuous**

Recruiting Bulletin No. AF-30-07-375

This bulleting will remain open until sufficient applicants are received. It will be open for a minimum of 30 days.

**PARTNERSHIP SPECIALIST
GG-0301-07/09/11/12
Salary Range: \$38,631 – \$89,085**

NUMBER OF POSITIONS: **Few**

EXCEPTED SERVICE APPOINTMENT: **-This is a two year Schedule A time-limited appointment with a possible two year extension.**

AREA OF CONSIDERATION: Dallas Regional Office (Texas, Louisiana and Mississippi)

WHO MAY APPLY: **All Current Census Employees**

All current census employees serving on an appointment of longer than one-year (i.e., time limited, indefinite, or competitive) appointment.

SPECIAL NOTES:

- **Applicant must specify the Location (Texas, Louisiana and Mississippi) and County/Parishes desired to work.**
- **Must submit a separate completed Application for each grade level applied.**
- **This vacancy is for positions located in Texas, Louisiana and Mississippi.**

Please note: All current employees on a less than one-year appointment such as LCO employees must apply to the external posting.

DUTIES:

The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the

development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program.

QUALIFICATIONS:

You may qualify for a position based on your education, experience, or a combination of both.

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

GG-0301-07: Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 05 level in the Federal service. Specialized experience is work experience explaining non-technical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone. **EDUCATION:** Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided the applicant with the knowledge of speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-09: Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 07 level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers. **EDUCATION:** Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11: Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 09 level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities. **EDUCATION:** Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point- veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (214) 296-4005.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

Bureau of the Census
 Dallas Regional Office
 2777 N. Stemmons Freeway, Suite 200
 Dallas, Texas 75207
 ATTN: Blas Rueda-Caraballo, HR Specialist

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.

-Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
1-800-835-9752 EXT 34428
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.